databased COMMITMENT ACCOUNTING SYSTEM (dbCAS)

TERMINAL LEARNING OBJECTIVE

Action: Process commitment transactions using the databased Commitment Accounting System (dbCAS) within the Future Finance System.

Condition: In a classroom environment, given an FFS and commitment documents.

Standard: Achieve a passing score of 70% on an end-of lesson examination.

SUPPORTING OBJECTIVES

- Identify the key functions of dbCAS.
- Perform the steps to process a commitment transaction in dbCAS.
- Input three commitment accounting transactions.
- Perform the steps to upload dbCAS data from a stand-alone workstation via modem.

dbCAS Background Information

- dbCAS is an Automated Fund Control System

- DA Accounting Transactions
  - Expenditure
  - Reimbursement
  - Miscellaneous

- Expenditure Accounting Process

Accounting Classification Review

21*2020 57-3106 325796.BD 26EB QSUP GRE12350109003/AB22

S12123 $150.00

AMS

EOR

SDN

APC

AMT

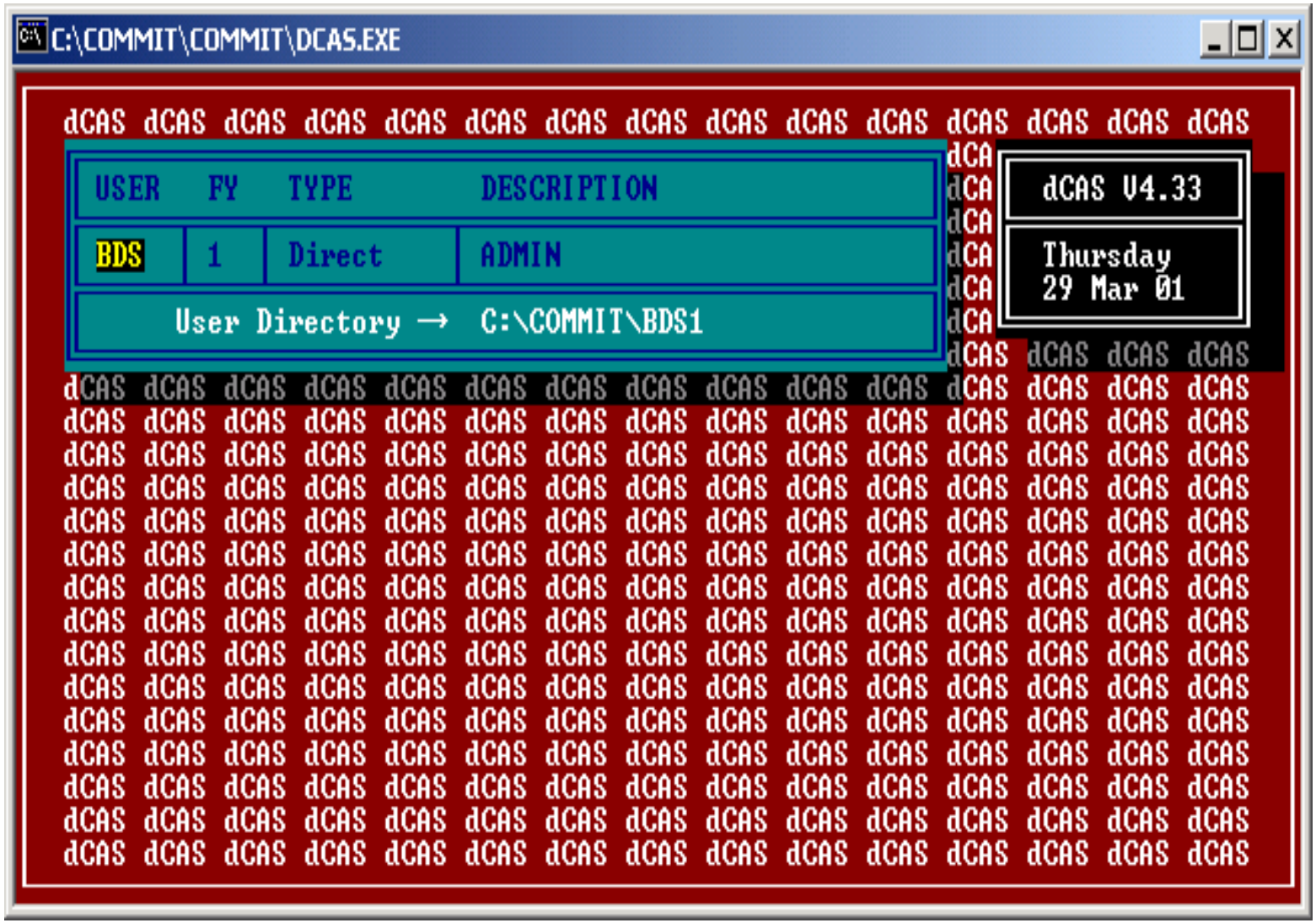
Key dbCAS Input Fields

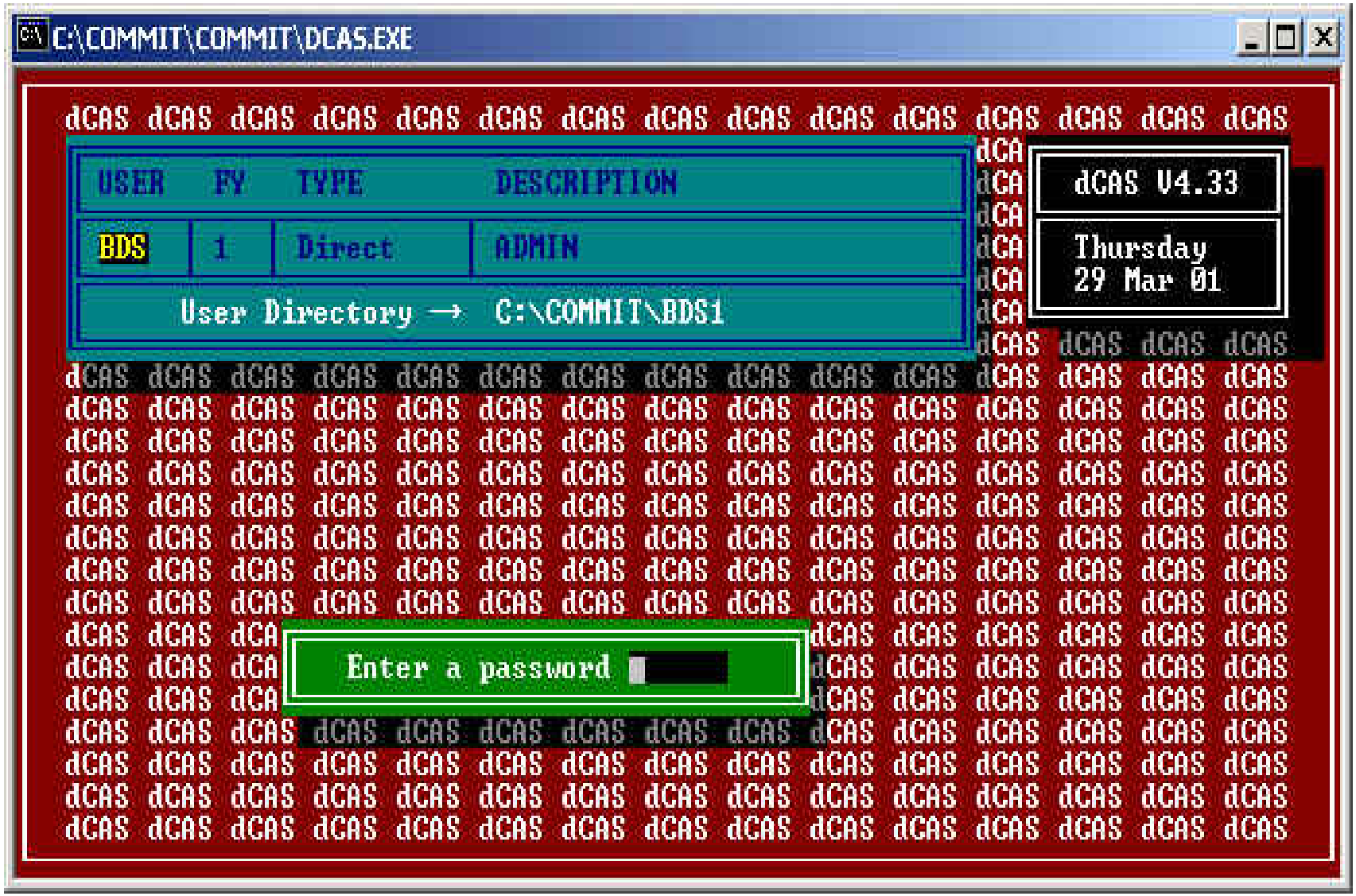
dbCAS Functions and Operations

- Systems Access and Login
- dbCAS Main Menu

dbCAS Sign-in

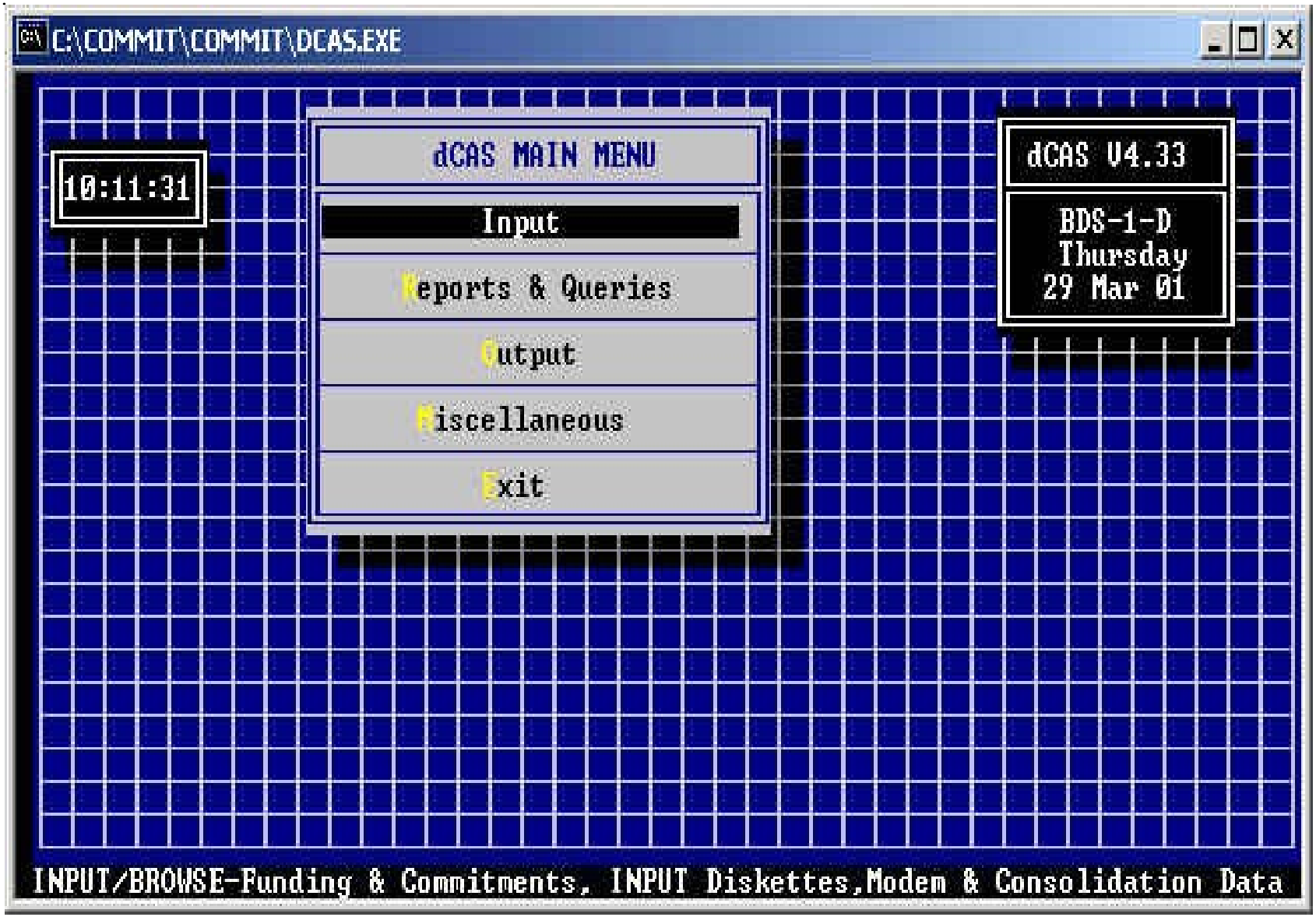
- Select DCAS.exe file on the hard drive, press <ENTER>
- At the main menu screen, press <ENTER>
- Enter your unique password, press <ENTER>
- Select one of the options on the Main Menu

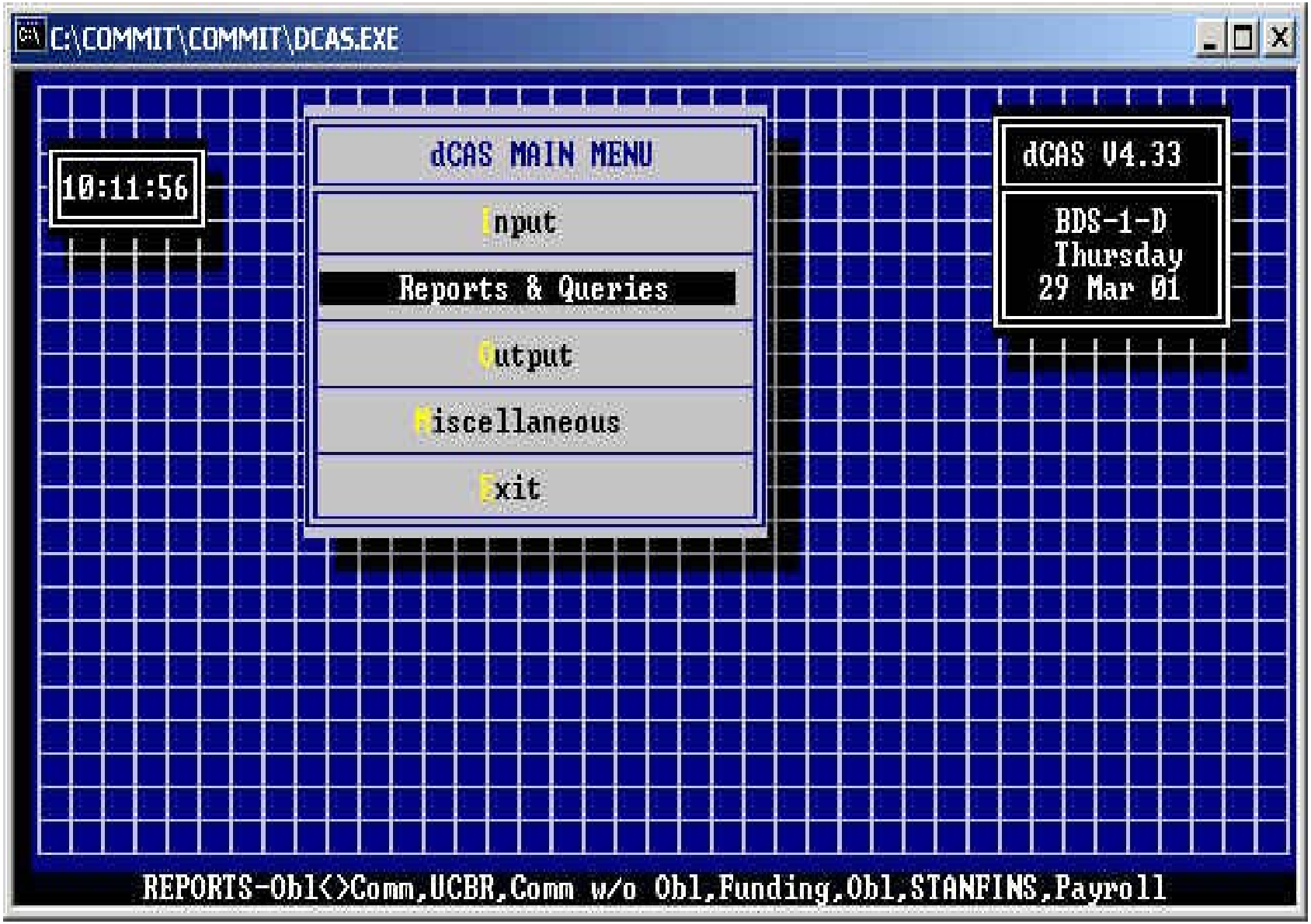

C:\COMMIT\COMMIT\DCAS.EXE
USER FY TYPE DESCRIPTION
BDS 1 Direct ADMIN
User Directory → C:\COMMIT\BDS1
dCAS V4.33
Thursday
29 Mar 01

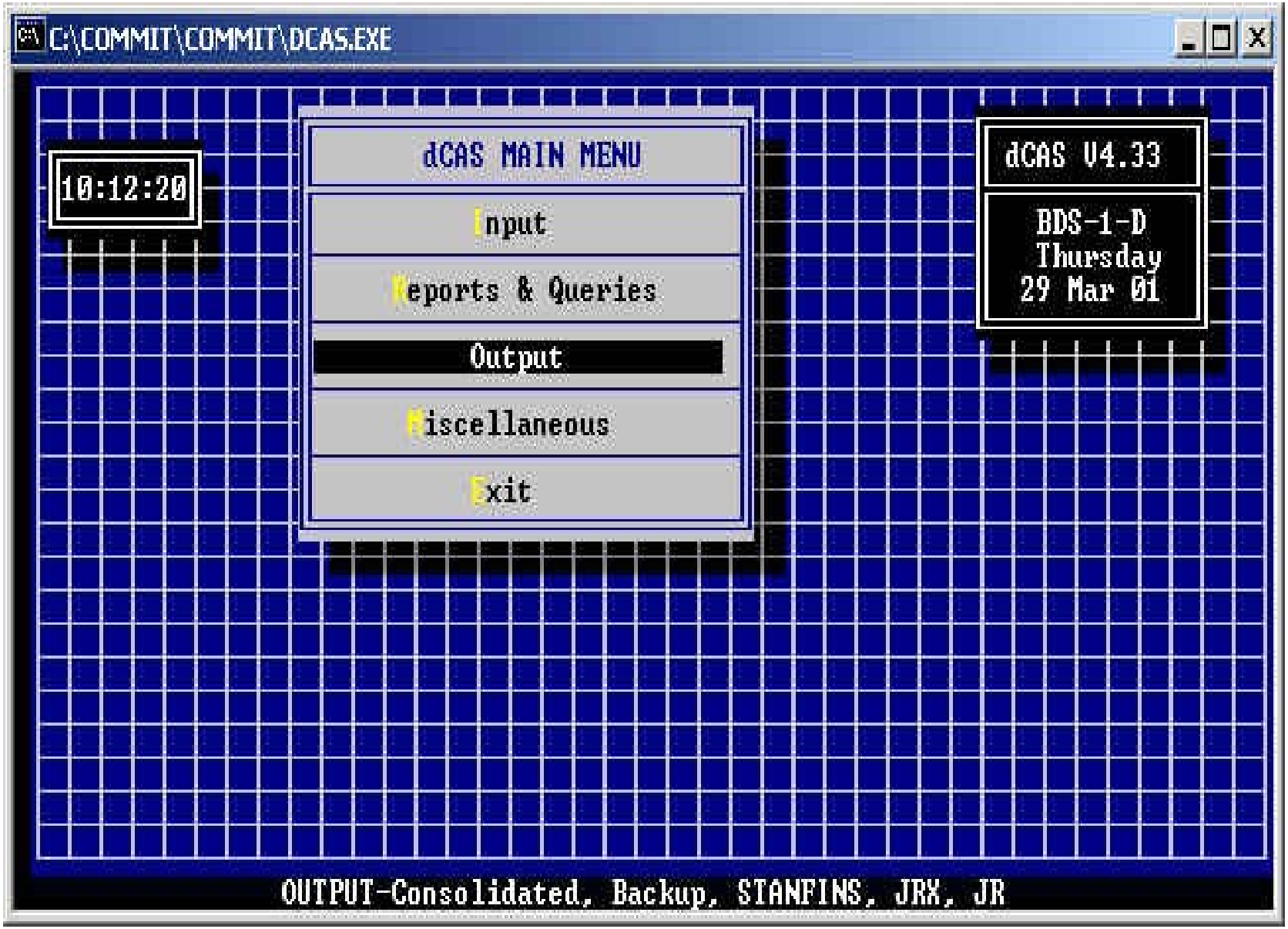

C:\COMMIT\COMMIT\DCAS.EXE
USER
FY
TYPE
DESCRIPTION
BDS
1
Direct
ADMIN
User Directory → C:\COMMIT\BDS1
dCAS V4.33
Thursday
29 Mar 01
Enter a password

dbCAS Main Menu

- Input
- Reports and Queries
- Output
- Miscellaneous
- Exit


C:\COMMIT\COMMIT\DCAS.EXE
10:11:31
dCAS MAIN MENU
Input
Reports & Queries
Output
Miscellaneous
Exit
dCAS V4.33
BDS-1-D
Thursday
29 Mar 01
INPUT/BROWSE-Funding & Commitments, INPUT Diskettes,Modem & Consolidation Data


C:\COMMIT\COMMIT\DCAS.EXE
10:11:56
dCAS MAIN MENU
Input
Reports & Queries
Output
Miscellaneous
Exit
dCAS V4.33
BDS-1-D
Thursday
29 Mar 01
REPORTS-Obl<>Comm,UCBR,Comm w/o Obl,Funding,Obl,STANFINS,Payroll


C:\COMMIT\COMMIT\DCAS.EXE
10:12:20
dCAS MAIN MENU
Input
Reports & Queries
Output
Miscellaneous
Exit
dCAS V4.33
BDS-1-D
Thursday
29 Mar 01
OUTPUT-Consolidated, Backup, STANFINS, JRX, JR

C:\COMMIT\COMMIT\DCAS.EXE
10:12:44
dCAS MAIN MENU
Input
Reports & Queries
Output
Miscellaneous
Exit
dCAS V4.33
BDS-1-D
Thursday
29 Mar 01
ID Table,Printer,0 Bal Purge,Auto Adj,Reindex,dCAS Status,STANFINS

C:\COMMIT\COMMIT\DCAS.EXE
10:13:43
dCAS MAIN MENU
Input
Reports & Queries
Output
Miscellaneous
Exit
dCAS V4.33
BDS-1-D
Thursday
29 Mar 01
EXIT-Exit System

dbCAS Support and Assistance

- **Systems Administrator**
- **dbCAS Functional Proponent**

Process Commitment Transaction

- Sign in on dbCAS
- Choose ‘I’ to input transaction

  Input DD Form 1610 travel request

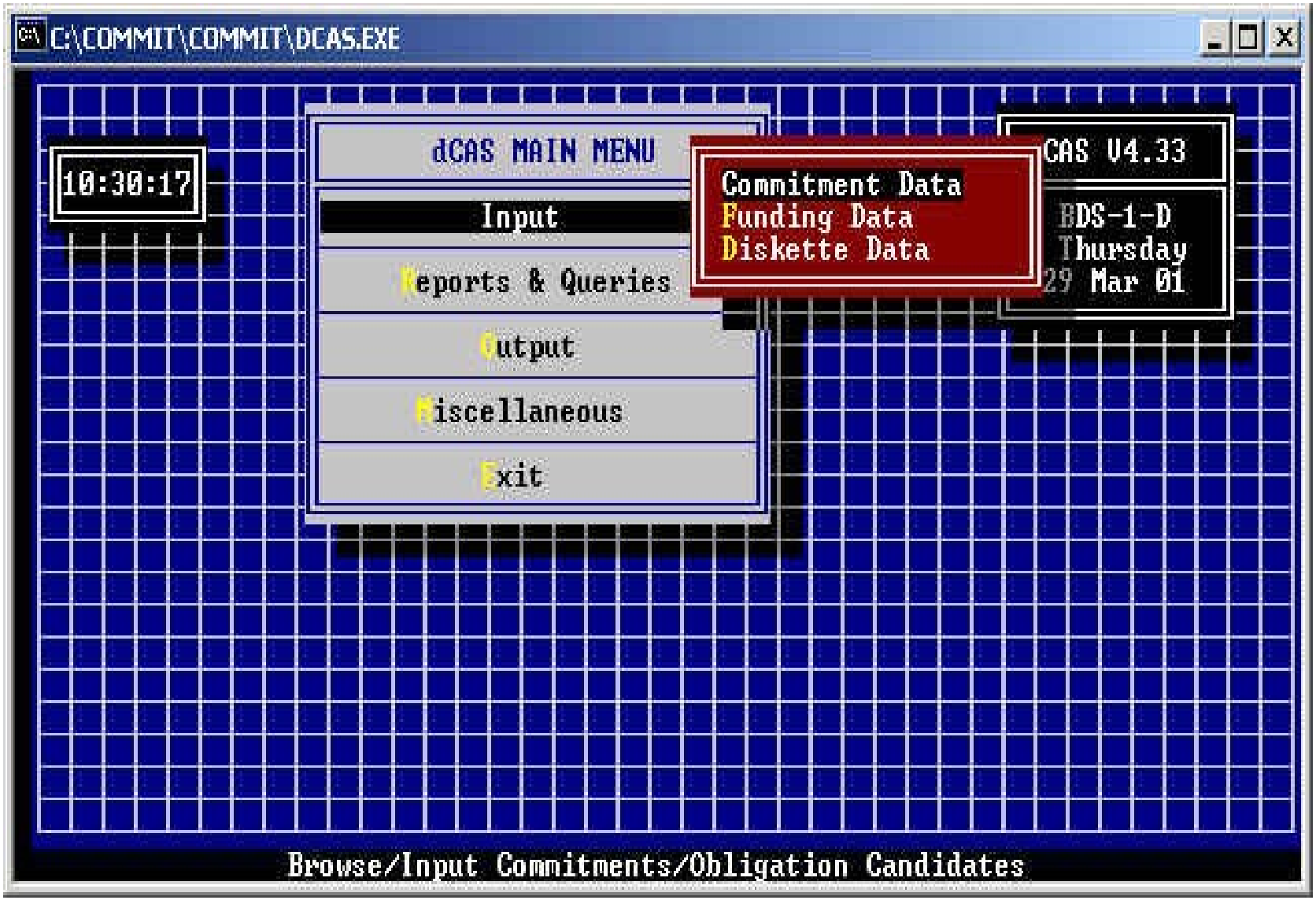
  Find accounting classification on sample document

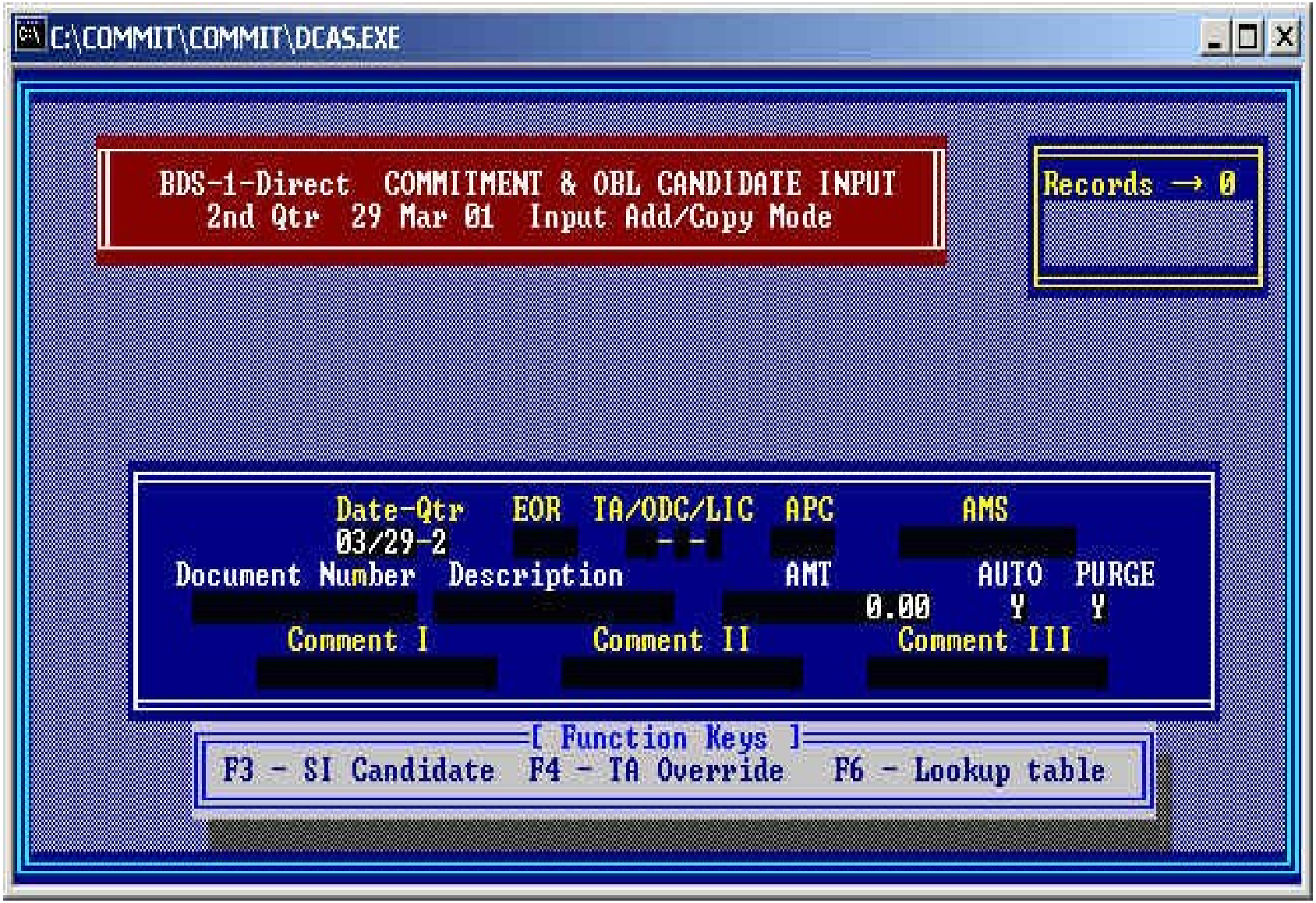
Process Commitment Transaction (Continued)

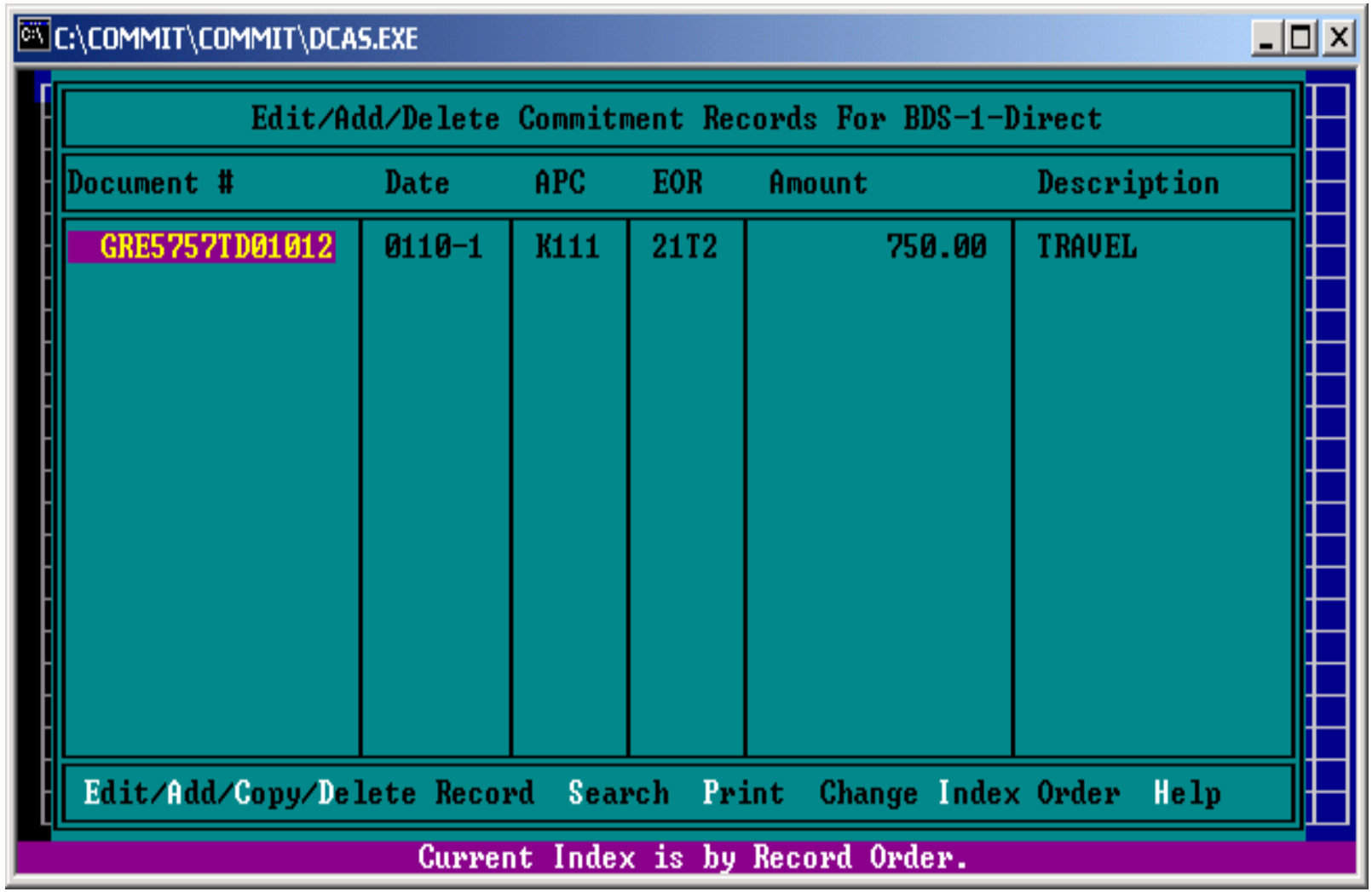
- **Choose option ‘C’ to select commitment data.**

- **Before entering data, be sure that the COMMITMENT & OBL CANDIDATE INPUT screen was selected.**

- **All screens are mandatory entries.**

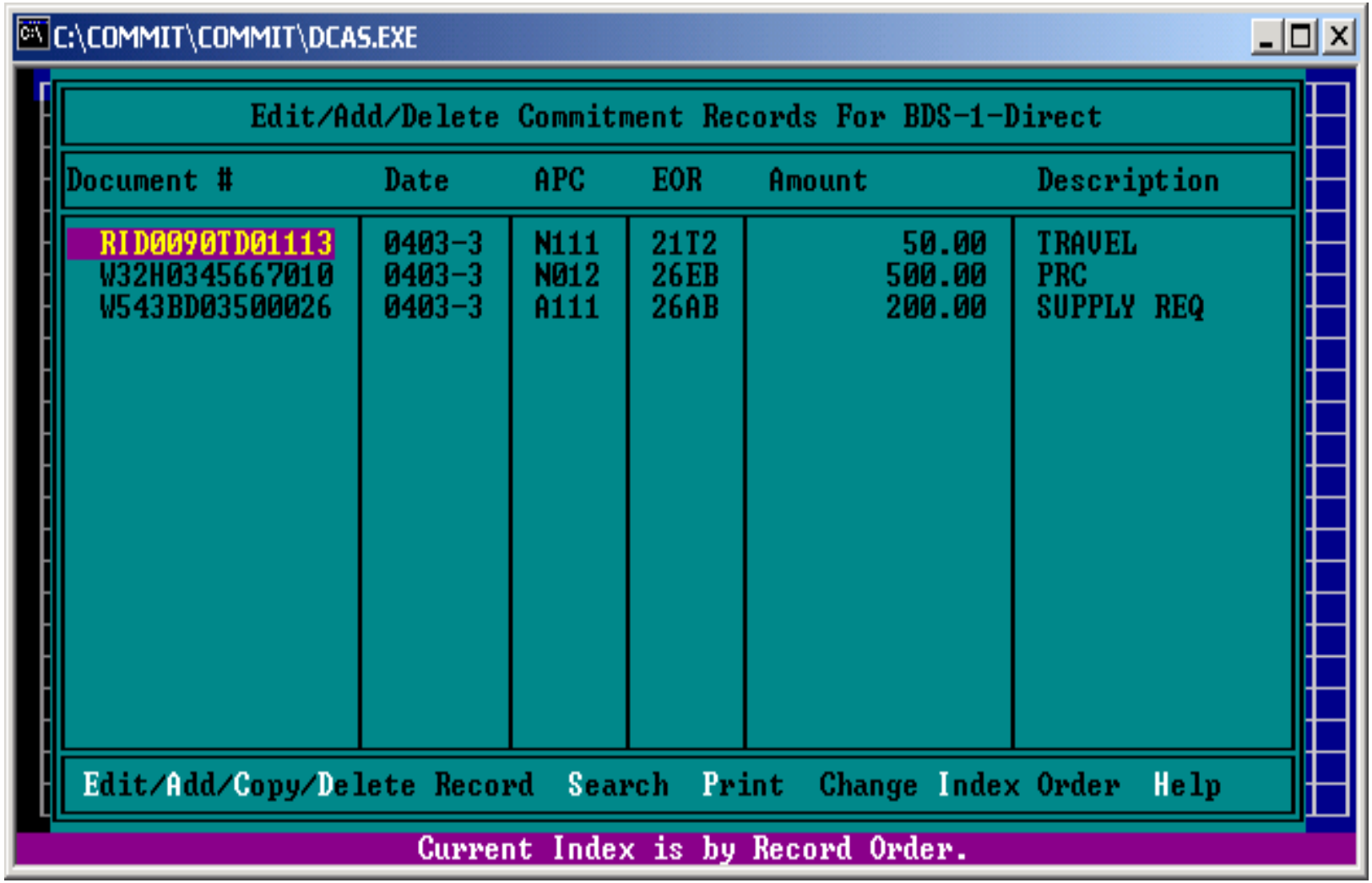

C:\COMMIT\COMMIT\DCAS.EXE
10:30:17
dCAS MAIN MENU
Input
Reports & Queries
Output
Miscellaneous
Exit
Commitment Data
Funding Data
Diskette Data
CAS V4.33
BDS-1-D
Thursday
29 Mar 01
Browse/Input Commitments/Obligation Candidates

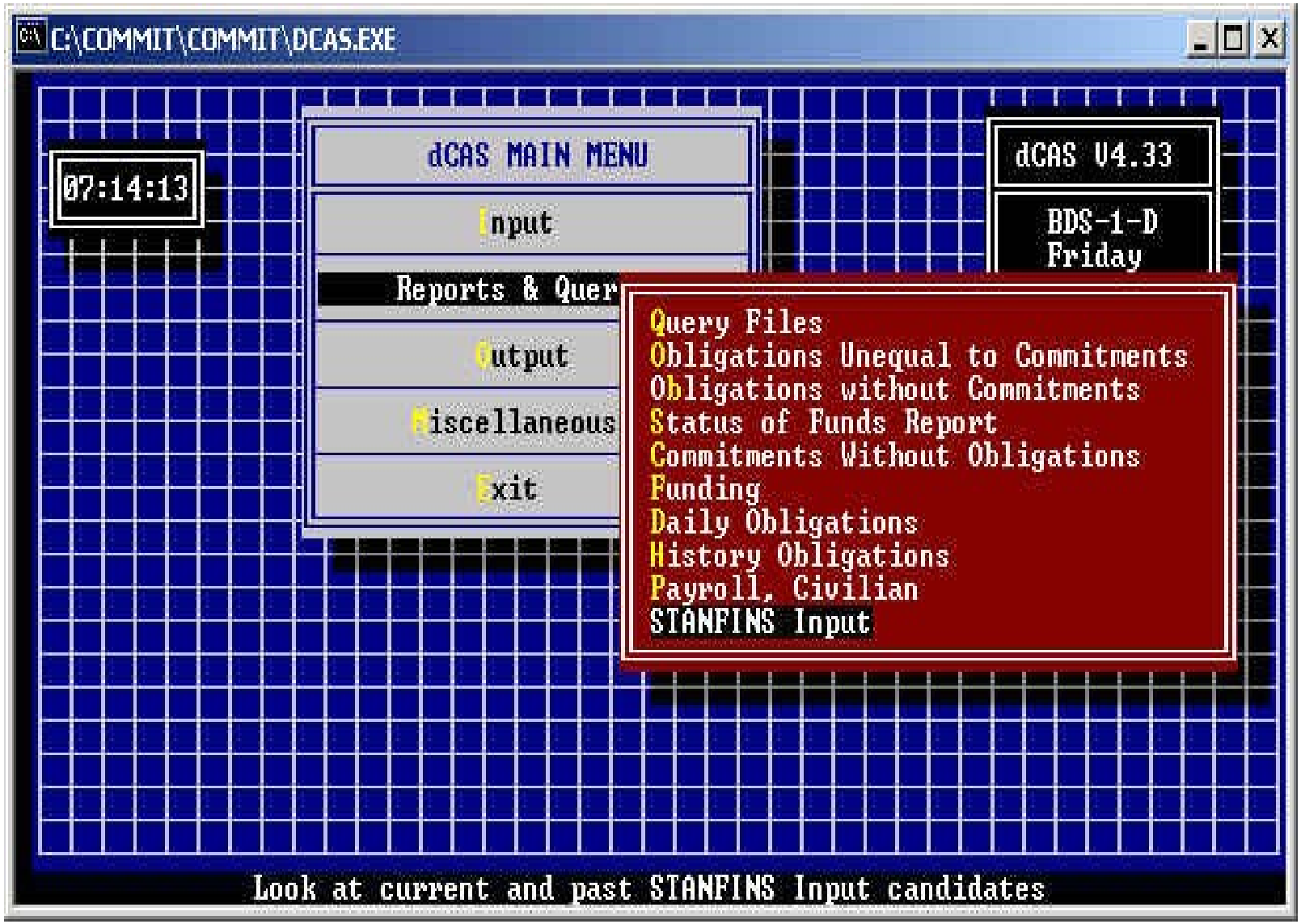

C:\COMMIT\COMMIT\DCAS.EXE
BDS-1-Direct COMMITMENT & OBL CANDIDATE INPUT
2nd Qtr 29 Mar 01 Input Add/Copy Mode
Records → 0
Date-Qtr EOR TA/ODC/LIC APC AMS
03/29-2
Document Number Description AMT AUTO PURGE
0.00 Y Y
Comment I Comment II Comment III
[Function Keys]
F3 - SI Candidate F4 - TA Override F6 - Lookup table

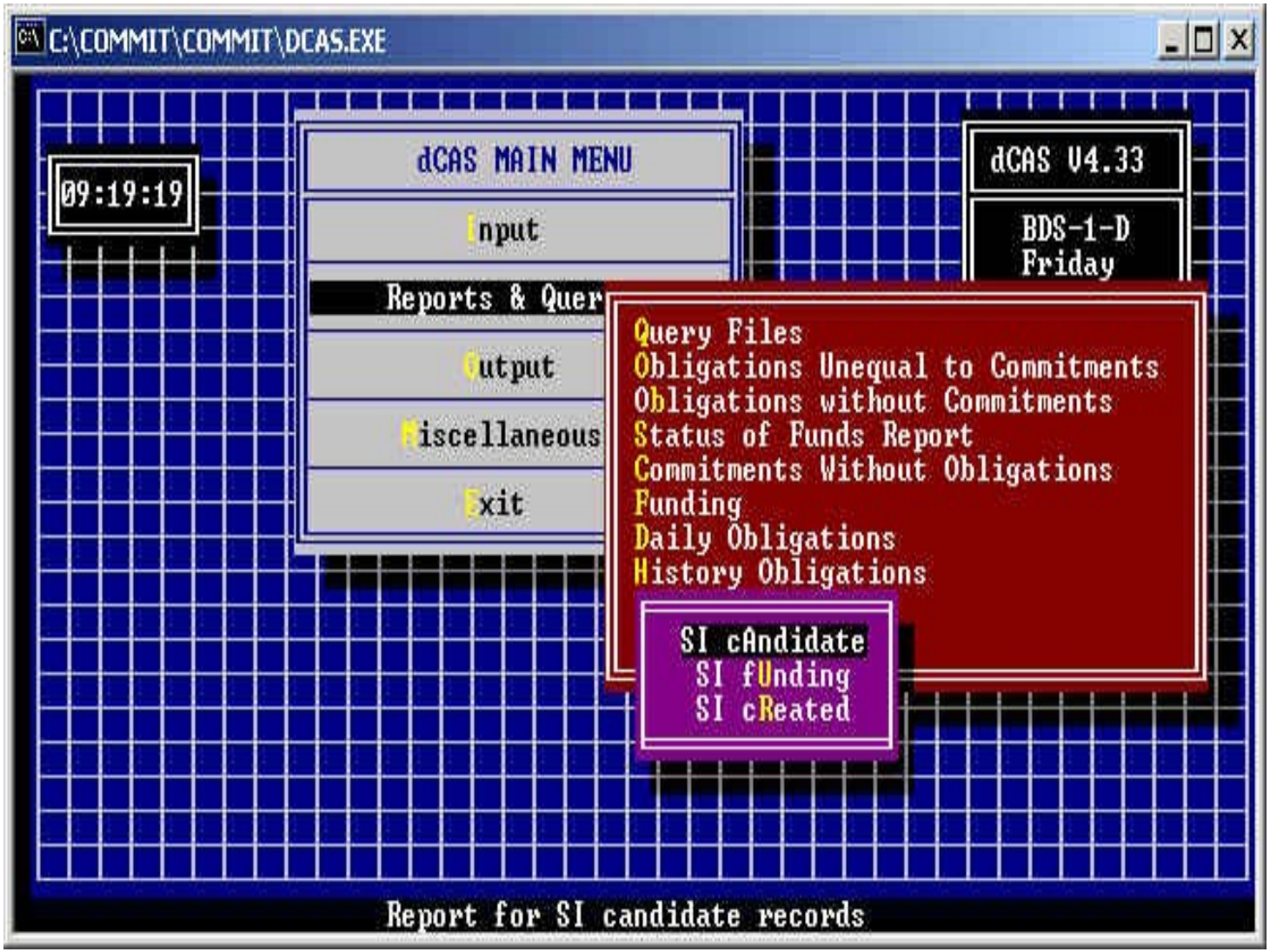

C:\COMMIT\COMMIT\DCAS.EXE
Edit/Add/Delete Commitment Records For BDS-1-Direct
Document #
Date
APC
EOR
Amount
Description
GRE5757TD01012
0110-1
K111
21T2
750.00
TRAVEL
Edit/Add/Copy/Delete Record
Search
Print
Change Index Order
Help
Current Index is by Record Order.

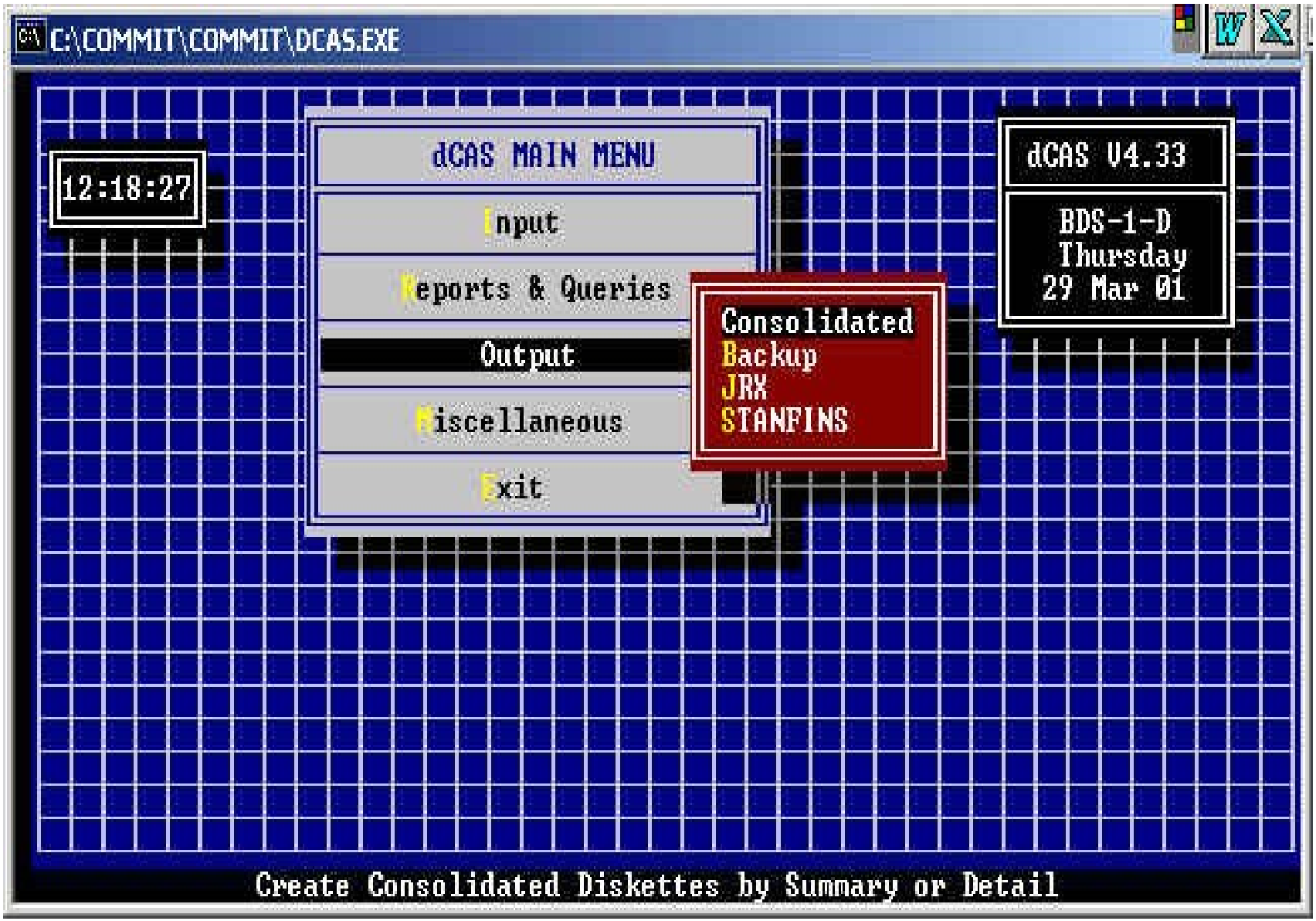
Process Commitment Accounting Transactions

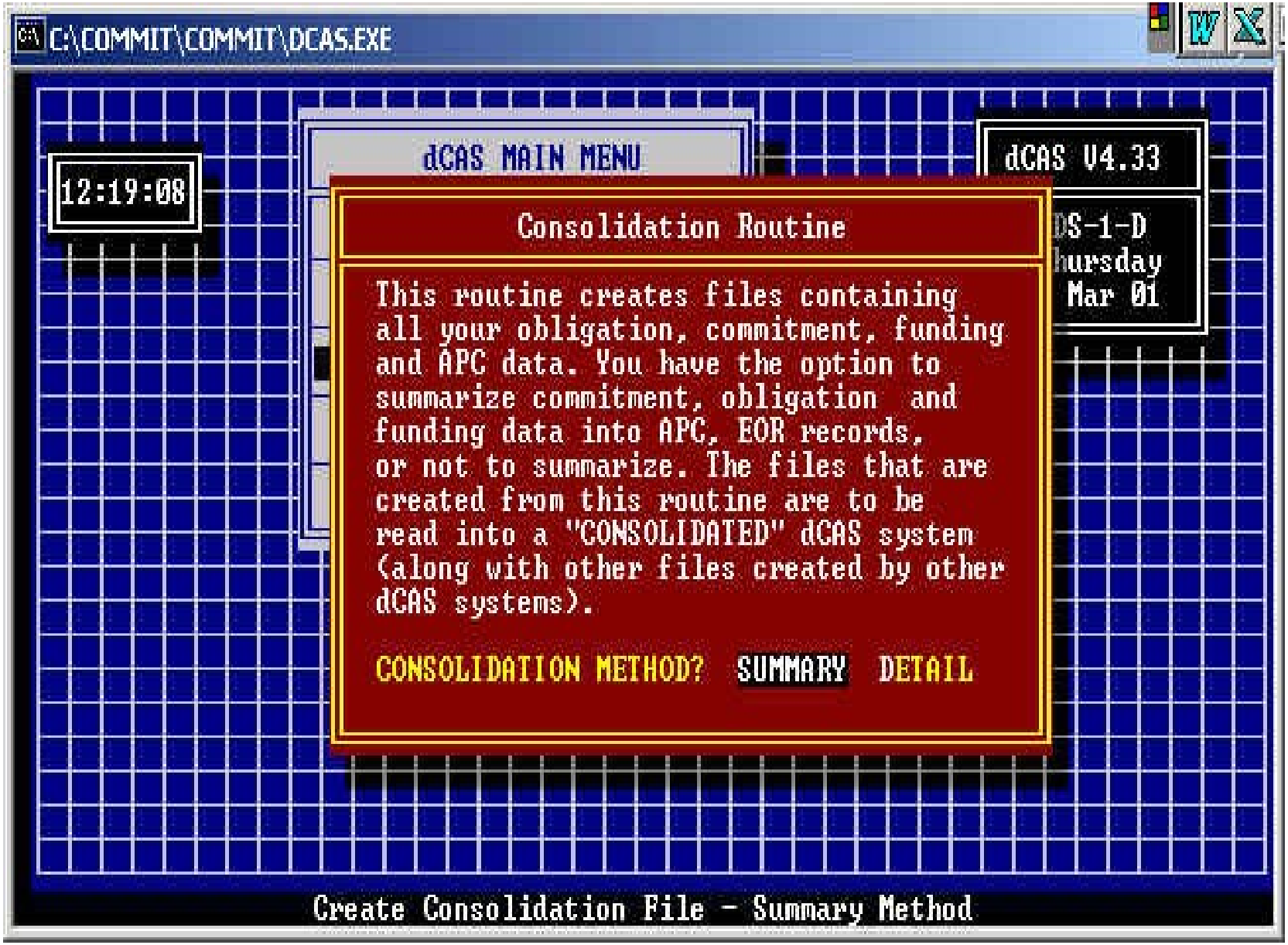
- **Student Handout #2**
- **Print Browse Input Screen**

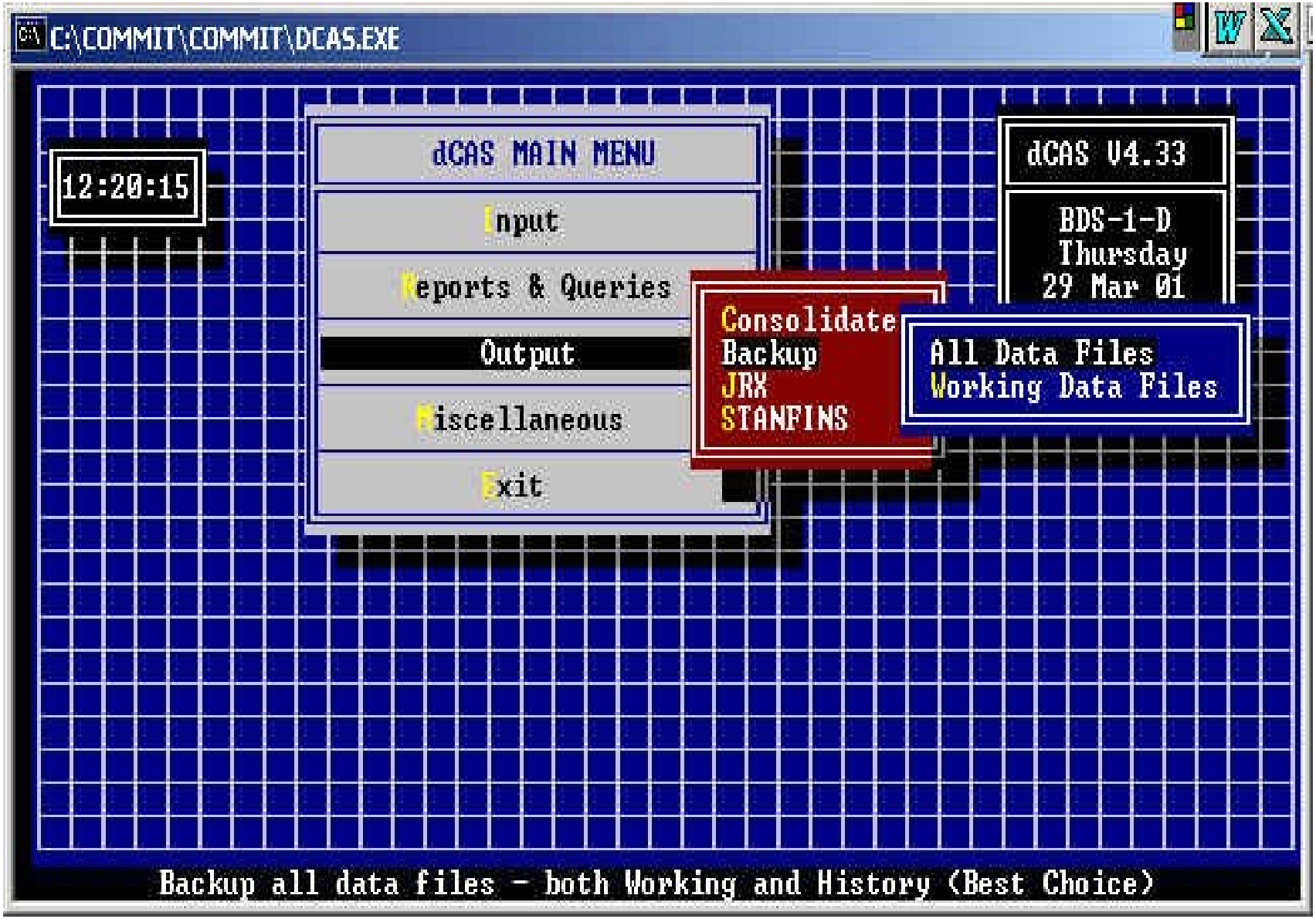

C:\COMMIT\COMMIT\DCAS.EXE
Edit/Add/Delete Commitment Records For BDS-1-Direct
Document # Date APC EOR Amount Description
RID0090TD01113 0403-3 N111 21T2 50.00 TRAVEL
W32H0345667010 0403-3 N012 26EB 500.00 PRC
W543BD03500026 0403-3 A111 26AB 200.00 SUPPLY REQ
Edit/Add/Copy/Delete Record Search Print Change Index Order Help
Current Index is by Record Order.

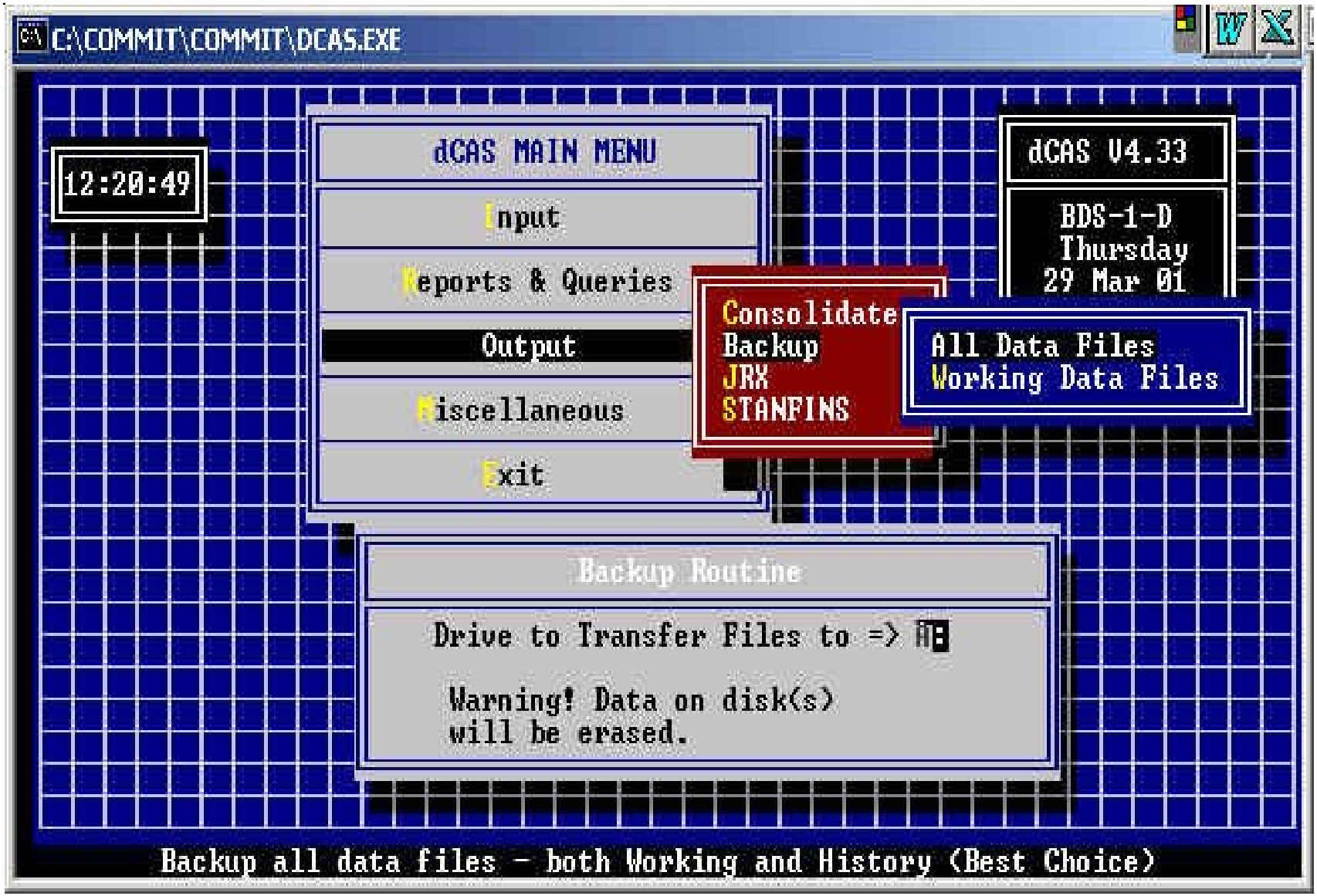

C:\COMMIT\COMMIT\DCAS.EXE
07:14:13
dCAS MAIN MENU
Input
Reports & Quer
Output
Miscellaneous
Exit
dCAS V4.33
BDS-1-D
Friday
Query Files
Obligations Unequal to Commitments
Obligations without Commitments
Status of Funds Report
Commitments Without Obligations
Funding
Daily Obligations
History Obligations
Payroll, Civilian
STANFINS Input
Look at current and past STANFINS Input candidates

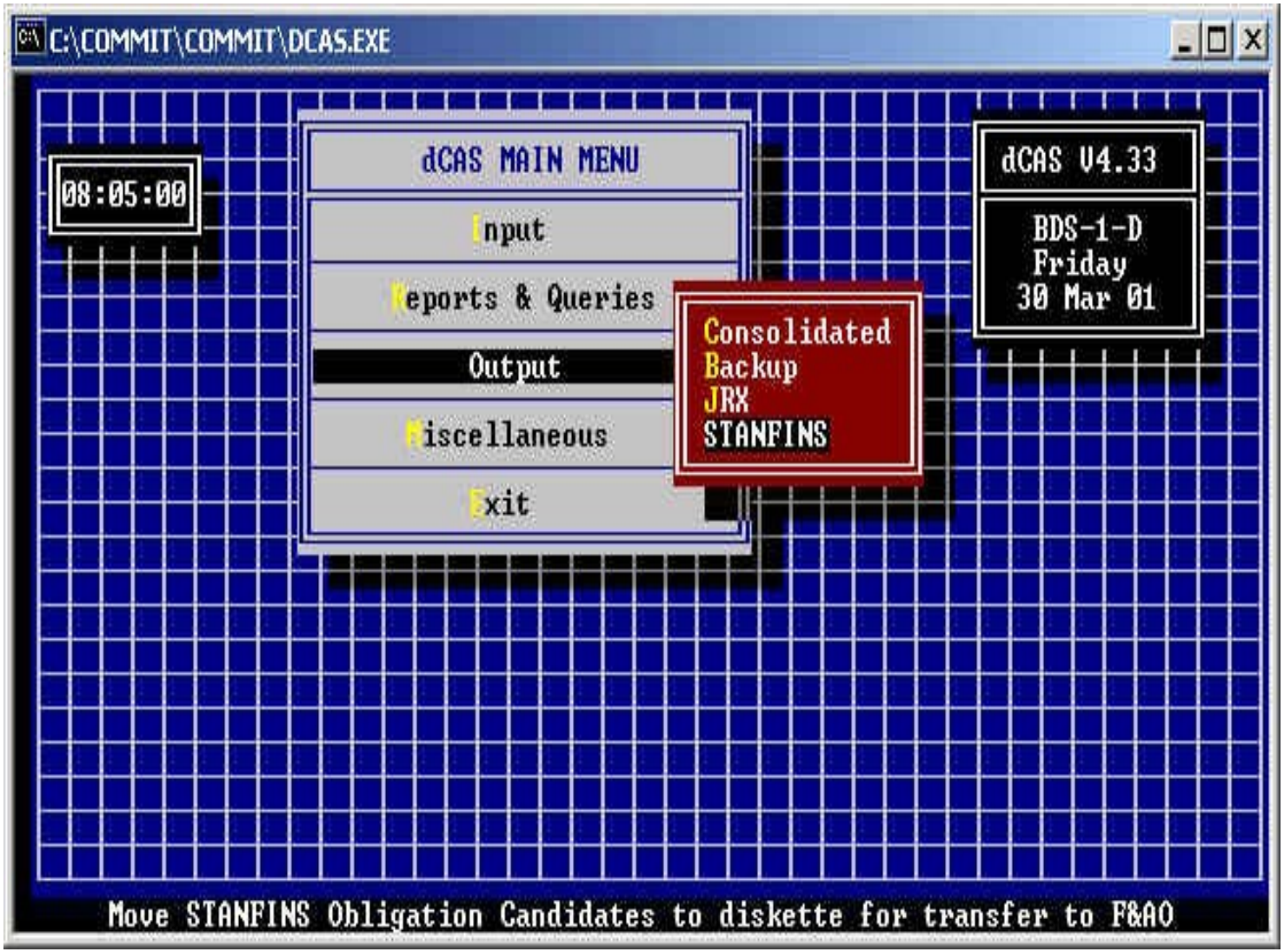

C:\COMMIT\COMMIT\DCAS.EXE
09:19:19
dCAS MAIN MENU
Input
Reports & Quer
Output
Miscellaneous
Exit
dCAS V4.33
BDS-1-D
Friday
Query Files
Obligations Unequal to Commitments
Obligations without Commitments
Status of Funds Report
Commitments Without Obligations
Funding
Daily Obligations
History Obligations
SI cAndidate
SI fUnding
SI cReated
Report for SI candidate records

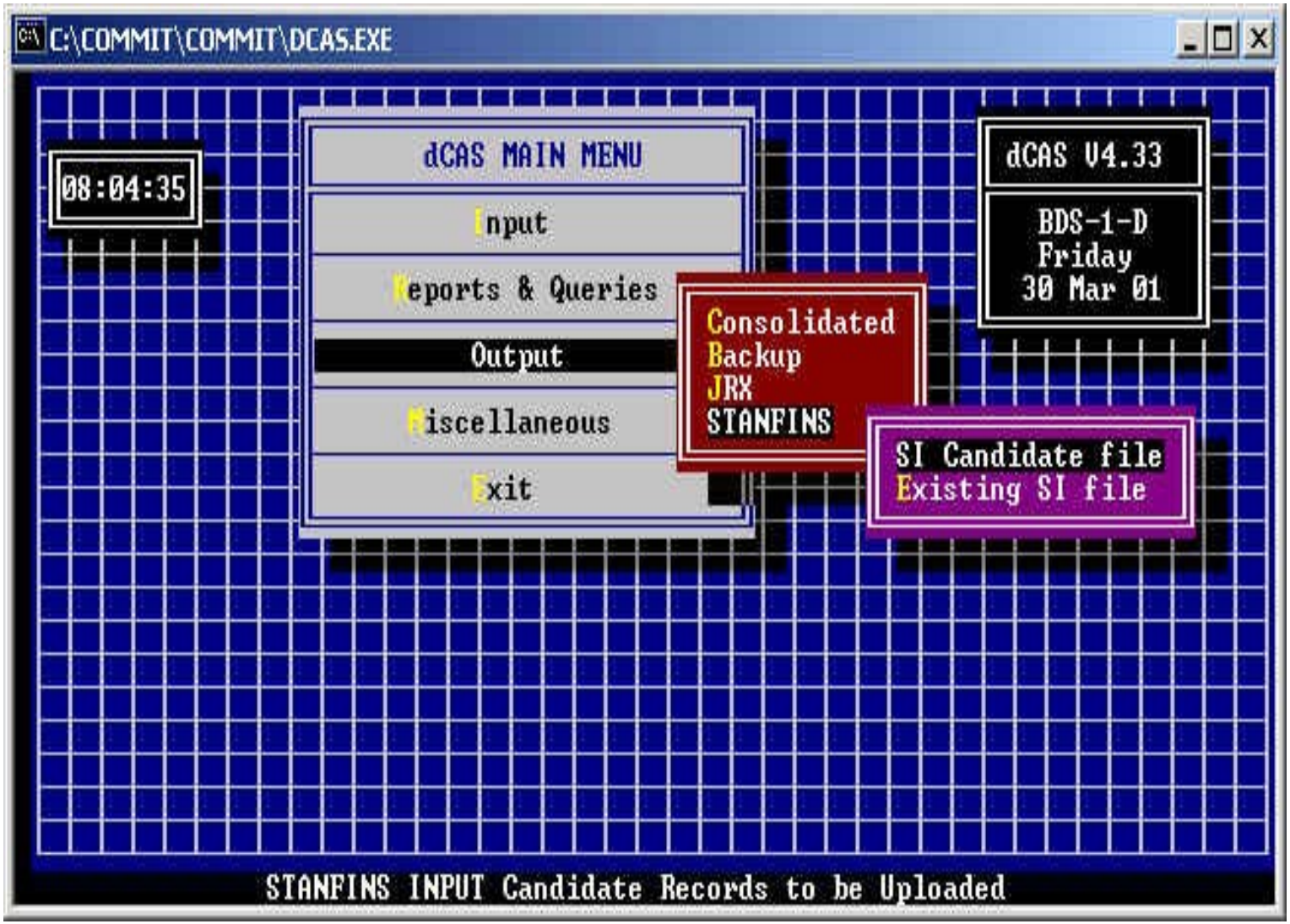

C:\COMMIT\COMMIT\DCAS.EXE
12:18:27
dCAS MAIN MENU
Input
Reports & Queries
Output
Miscellaneous
Exit
Consolidated
Backup
JRX
STANFINS
dCAS V4.33
BDS-1-D
Thursday
29 Mar 01
Create Consolidated Diskettes by Summary or Detail

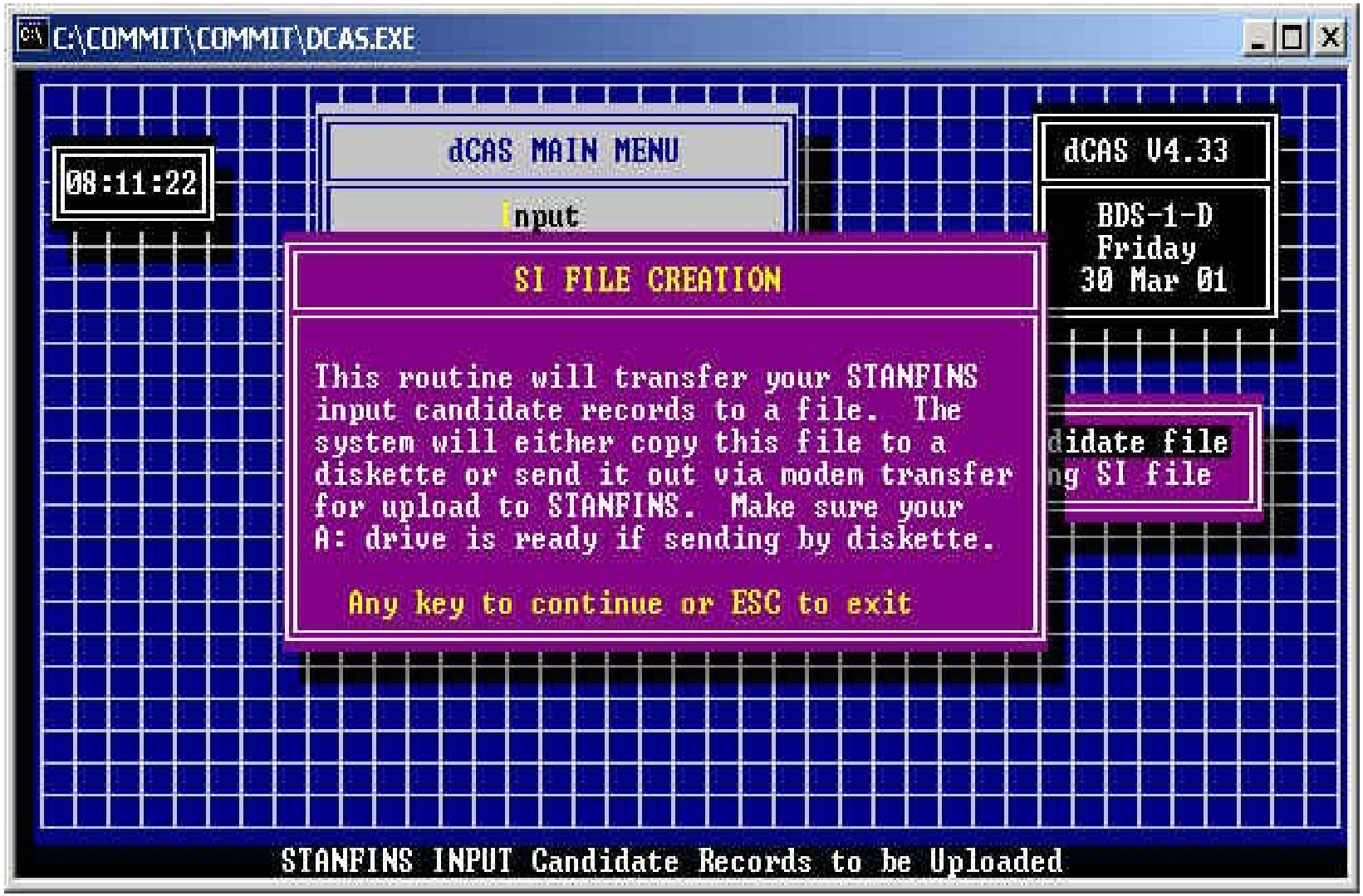

C:\COMMIT\COMMIT\DCAS.EXE
12:19:08
dCAS MAIN MENU
dCAS V4.33
DS-1-D
hursday
Mar 01
Consolidation Routine
This routine creates files containing all your obligation, commitment, funding and APC data. You have the option to summarize commitment, obligation and funding data into APC, EOR records, or not to summarize. The files that are created from this routine are to be read into a "CONSOLIDATED" dCAS system (along with other files created by other dCAS systems).
CONSOLIDATION METHOD? SUMMARY DETAIL
Create Consolidation File - Summary Method


C:\COMMIT\COMMIT\DCAS.EXE
12:20:15
dCAS MAIN MENU
Input
Reports & Queries
Output
Miscellaneous
Exit
dCAS V4.33
BDS-1-D
Thursday
29 Mar 01
Consolidate
Backup
JRX
STANFINS
All Data Files
Working Data Files
Backup all data files - both Working and History (Best Choice)


C:\COMMIT\COMMIT\DCAS.EXE
12:20:49
dCAS MAIN MENU
Input
Reports & Queries
Output
Miscellaneous
Exit
dCAS V4.33
BDS-1-D
Thursday
29 Mar 01
Consolidate
Backup
JRX
STANFINS
All Data Files
Working Data Files
Backup Routine
Drive to Transfer Files to => A:
Warning! Data on disk(s)
will be erased.
Backup all data files - both Working and History (Best Choice)


C:\COMMIT\COMMIT\DCAS.EXE
08:05:00
dCAS MAIN MENU
Input
Reports & Queries
Output
Miscellaneous
Exit
Consolidated
Backup
JRX
STANFINS
dCAS V4.33
BDS-1-D
Friday
30 Mar 01
Move STANFINS Obligation Candidates to diskette for transfer to F&AO


C:\COMMIT\COMMIT\DCAS.EXE
08:04:35
dCAS MAIN MENU
Input
Reports & Queries
Output
Miscellaneous
Exit
Consolidated
Backup
JRX
STANFINS
SI Candidate file
Existing SI file
dCAS V4.33
BDS-1-D
Friday
30 Mar 01
STANFINS INPUT Candidate Records to be Uploaded


C:\COMMIT\COMMIT\DCAS.EXE
08:11:22
dCAS MAIN MENU
Input
dCAS V4.33
BDS-1-D
Friday
30 Mar 01
SI FILE CREATION
This routine will transfer your STANFINS input candidate records to a file. The system will either copy this file to a diskette or send it out via modem transfer for upload to STANFINS. Make sure your A: drive is ready if sending by diskette.
Any key to continue or ESC to exit
didate file
ng SI file
STANFINS INPUT Candidate Records to be Uploaded

SUMMARY

- Identified the key functions of dbCAS.
- Performed the steps to process a commitment transaction in dbCAS.
- Input three commitment accounting transactions.
- Performed the steps to upload dbCAS data from a stand-alone workstation via modem.